



TOWN OF LAKE PARK

Accountant/Municipal – Part Time

The Town of Lake Park is seeking a seasoned municipal Accountant who will be responsible for performing a variety of accounting functions including the preparation of payroll, financial reports and analyses of all types, account reconciliations, tax reports, regulatory reports required by State and Federal agencies, and the billing, collection and coordination of Town Sanitation services and business tax receipts. Graduation from an accredited college or university with a Bachelor's Degree in Accounting or related field and three years of experience in accounting **are** required along with proficiency in Microsoft Excel and Word. Knowledge of Generally Accepted Accounting Principles, government accounting, auditing and financial reporting as well as Government Accounting Standards Board requirements are also required. Municipal experience preferred. A combination of education and experience may be submitted for degree. Pay range: \$16.65 to \$26.28 per hour. **Deadline for Receipt of Applications: February 22, 2013 or until the position is filled. Applications may be obtained from and must be submitted to the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, Florida. All applicants shall be subject to a criminal background check and a credit investigation.** Application forms may be completed and submitted online through the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax. Phone: 561-881-3300. **An Equal Opportunity Employer.**